



## **Frequently Asked Questions about the Newly Required In-Person Work Search Review**

Due to a recent change in federal law, if you are moving from regular state benefits to the federally funded extended benefits, you must visit your local WorkOne for a review of your work search records and an introduction to WorkOne services. You are also now required by federal law to keep a log of your 3 weekly work searches. If you cannot present a work search log when requested, you could lose your weekly benefits.

### **Why is this now required?**

The new in-person review is part of the federal law Congress passed in February reauthorizing the federally funded extended benefits through the end of the year.

### **Who does this affect?**

Unemployed Hoosiers who are finishing their first 26 weeks of regular state unemployment insurance and moving to federally funded extended benefits will now be required to go to WorkOne for an in-person review of their work search records. Reviews will also be required for those transitioning from the first round of federal benefits to the second if they have not previously participated.

### **How will I be notified that I am required to visit my local WorkOne for an in-person review?**

Those required to come in to WorkOne for an in-person review will receive notices in the mail in April. You must make sure your address is correct in Uplink, Indiana's online filing system to ensure you receive the notice. If you miss your appointment, your unemployment insurance will stop.

### **What do I have to bring with me to my in-person WorkOne visit?**

You must bring a copy of your 3 weekly work searches for the last 4 weeks. When you file your weekly voucher on Uplink, you may print the 3 places you looked for work and use that as your record. A sample work search log is also located on the back of your notice and online at [www.in.gov/dwd/files/DWD\\_WorkSearchLog.pdf](http://www.in.gov/dwd/files/DWD_WorkSearchLog.pdf). **You must also complete the following items prior to your visit:**

#### **1. Complete Skills Assessments:**

- 1). Login on [www.indianacareerconnect.com](http://www.indianacareerconnect.com).
- 2). Click on "Career Services"
- 3). Click on "Career Explorer"
- 4). Click on "Match Your Skills"
- 5). Complete both skills assessments: "Your Job Skills" and "Your Personal Skills"

#### **2. Research and Explore Labor Market Information:**

- 1). Login on [www.indianacareerconnect.com](http://www.indianacareerconnect.com).
- 2). Click on "Career Services"
- 3). Click on "Job Market Explorer" and review some of the options.

### **What happens if I do not complete these requirements prior to my in-person WorkOne visit?**

You will need to complete them at WorkOne.

### **What happens if I do not attend my scheduled in-person Work-One visit?**

According to federal law, your benefit payments will stop unless you reschedule and complete an in-person visit.

### **What happens if I go into WorkOne before I receive my notice?**

Please wait to visit WorkOne until you receive your notice.

**What does it mean when people refer to “tiers” or different federal extensions of unemployment?**

There are currently six unemployment tiers:

- Regular State Unemployment is the first 26 weeks of benefits
- Federal Extension Tier 1, weeks 27-46 of benefits
- Federal Extension Tier 2, weeks 47-60 of benefits
- Federal Extension Tier 3, weeks 61-73 of benefits
- Federal Extension Tier 4, weeks 74-79 of benefits
- Extended Benefits, (EB), weeks 75-99 of benefits

**What if I forgot my username and/or password for IndianaCareerConnect.com?**

Go to [www.indianacareerconnect.com](http://www.indianacareerconnect.com) and click on “Forgot Username and/or Password” in the top left corner.